1. Facts and organization- You should be clear and concise (keep to the point and try not to go off into subjects unrelated to the topic). Moreover, be accurate. Cite the specific facts that are necessary to understand the topic. Think why you are including a set of facts before doing so.

-Don’t make non-sequitors (e.g. the elephant had four legs, a trunk and large ears, and the temperature in Ottawa, Canada was 45º)

- Use transitional words or phrases to link ideas and sentences. Essays without transitional words (such as; for example, likewise, moreover, in addition to and a host of others) often end up sounding quite stilted and difficult to read.

- Use an active voice. Read what you wrote out loud. If it appears awkward try to rewrite it so it’s less wordy. **THE BEST PRACTICE IS TO LET SOMEONE ELSE READ YOUR PAPER!**

- Use a mature vocabulary but sometimes use is a better word than utilize. Don’t simply use a thesaurus.

2. Grammar and spelling (on quizzes I am relatively permissive on spelling, however on assignments that offer the opportunity to look at a dictionary, I am not permissive).

- Don’t simply limit your review to the computer **spellcheck**, some words are spelled correctly but in the wrong tense, most commonly the word loose is used for lose.

-Review the information in each paragraph and make sure there is no more than one idea per paragraph.

- Use the proper tense and generally keep that tense throughout the paragraph

- **NEVER USE THE TERM I OR ME, THERE SHOULD BE NO REFERENCES TO YOURSELF IN THE PAPER! YOU WILL LOSE POINTS FOR PERSONAL REFERENCES!!!**

3. Facts and Analysis- A strong paper provides some background so that the reader is familiar with the terms and people but ultimately the paper should regularly return to the thesis. A strong thesis is rebuttable. A weak thesis simply restates facts. Your main points should be directly tied to the thesis.

4. **Parenthetical citations**- **any information** that isn’t common knowledge should be cited. If a quote is used, it should have quotation marks surrounding it, if it’s a lengthy quote, it should be inset. Linked to this document is the DHS rules for citations, please review it.

<http://www.darienps.org/dhslibrary/MLA/2009%20Citation%20Guidelines.pdf>

5. Works Cited/Works Consulted Page. I will walk you through this! Library cite page <http://www.darienps.org/dhslibrary/docs/WorksCitedJan2013.pdf>

Attach the following to your paper

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have on my own reviewed the following:

Student

Check off if completed.

\_\_\_ Outline

\_\_\_ SPELLING. I used spellcheck and also checked the spelling on my own.

\_\_\_ GRAMMAR. I used grammar check and also checked my grammar.

\_\_\_ PARANTHETICAL CITATIONS. I properly cited where I got the material in the paper using the proper format.

\_\_\_ No Personal references. Did I make sure there are no personal references in the document. NO I's or Me's!

\_\_\_\_No Non-Sequitors, lots of transitional words, strong vocabulary and an active voice. Did I make sure that the information in the essay flows easily from one idea to another using transitional words to help the reader more easily read it?

\_\_\_ No Rhetorical Questions- Don’t ask questions in your essay. Turn the ideas that you initially considered as questions into assertive statements

\_\_\_\_ Analysis supported by Facts. Did I support my analysis with specific facts and limit the facts I provided to the issue? Is my essay primarily a description of what happened or is it a “thesis” based paper that regularly refers back to the question posed?

\_\_\_\_CONCLUSION. Do I have a clear (not wishy washy) conclusion that summarizes my main point? Does the conclusion restate the most important arguments in a more concise form (not simply copying and pasting the original thesis).

\_\_\_\_ Works Consulted and Works Cited Page. Did I also ensure that **all** my sources are set forth and they are all reliable, credible and valid?